

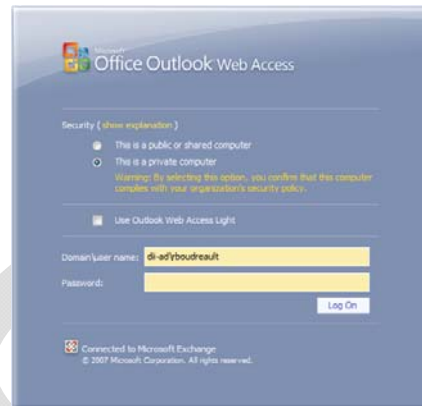
# OWA

## New features

### Logon

The OWA 2007 logon page will remember your “private” selection and the username you entered on those trusted machines between OWA sessions so you only have to enter your password the next time you log on.

There is also a checkbox here for the “Light” version of OWA for the Mac and browsers other than IE6 and 7. OWA Light is also optimized for accessibility, making it easier on those users with low vision and screen readers.



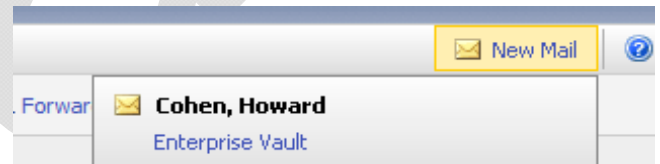
### Mail

E-mail appears automatically as it arrives in your Inbox and the unread counts in the folder tree stay up-to-date so you no longer have to press the “Check Message” button over and over again to see if you have received that important email you’ve been expecting.

Also within the folder tree, there is enhanced drag and drop functionality from the mail list. You can drag and drop single or multiple items from the mail list into folders and interact with those items by right clicking and choosing actions within the menus.

### Integrated Notifications

Notifications of new mail drop down from the folder title area next to the Help icon (instead of a pop-up on the Windows Taskbar). They remain for 5 seconds before disappearing.



### Mail Module Toolbar



From the mail module toolbar, a user can:



Change the mail list to single-line view instead of the default multiple-line view.



Adjust the “Reading Pane” that’s shown on the right by default. Options include Off, Right and Bottom.



Delete Items

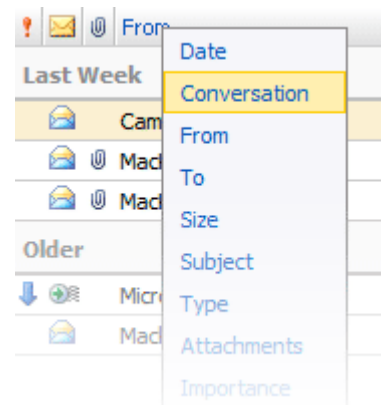


“Move” or “Copy” to a folder

### Arrange messages

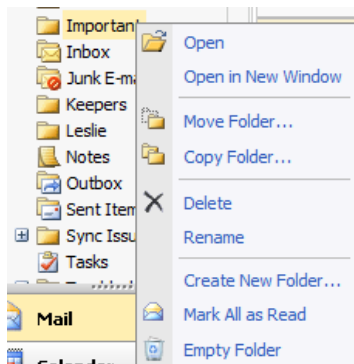
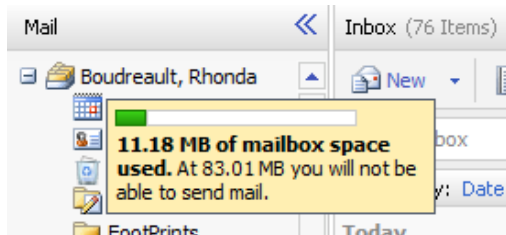
Right-click on the **From, Subject, Received, Size...** toolbar to view more sorting options. Types of sort include **Conversation** (shows threads of specific message topics), **Type**, **Attachments**, **Importance**, **Flag Due Date**, and **Flag Start Date**.

NOTE: When in multiple line view, the toolbar only displays “Arrange by”, but still allows for custom sorting by right or regular clicking anywhere on the toolbar.



## View mailbox size instantly

Hover mouse over your mailbox name to display the maximum allowed mailbox size and current usage.



The **right-click folder tree** context menu now includes:

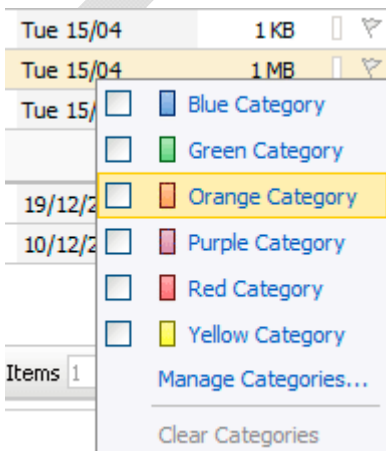
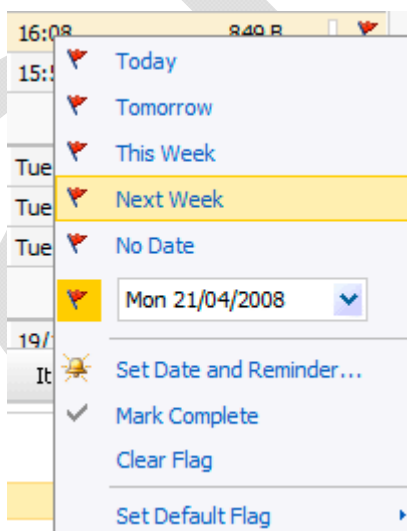
- "Move Folder"
- "Copy Folder"
- New folder creation and in-place folder renaming.
- "Mark All as Read" action for folders.
- "Empty Folder" to delete all items in one click.

NOTE: A new Option to empty the **Deleted Items Folder** on log off is also provided in the new **Options** pages.

## Message Flagging

Flags can now be associated with start dates for Tasks.

Right-click on a flag to view options.



## Labeling (Categories)

Click on the Categories icon (next to the flag) to color code messages, in addition to or instead of flagging.

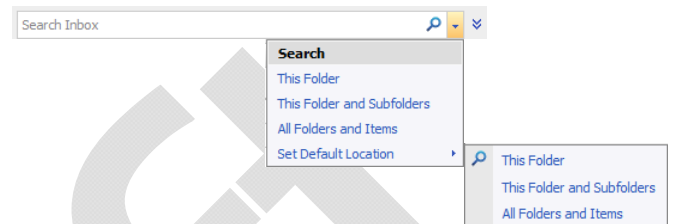
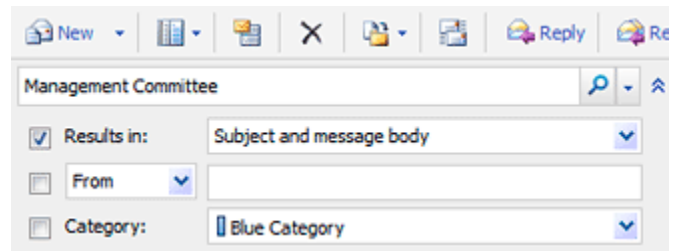
**Note:** You can also categorize **Calendar** items, **Contacts** and **Tasks**.

## Search

Find items in our mailbox quickly and simply via the integrated search bar. Click on the double-headed arrow to perform an advanced search.

In the Mail module, **Search** is shown as one field above the mail list that will search across the currently selected folder or user-selected location provided by a drop-down menu.

**Note:** The integrated search is also available in **Contacts** and **Tasks** views.



## Delegate Mailbox access

**Note:** You must be granted **Full Access** by another user in order to open their mailbox in OWA. This feature is therefore only of use to those who have Delegate access to another account, e.g. PAs.

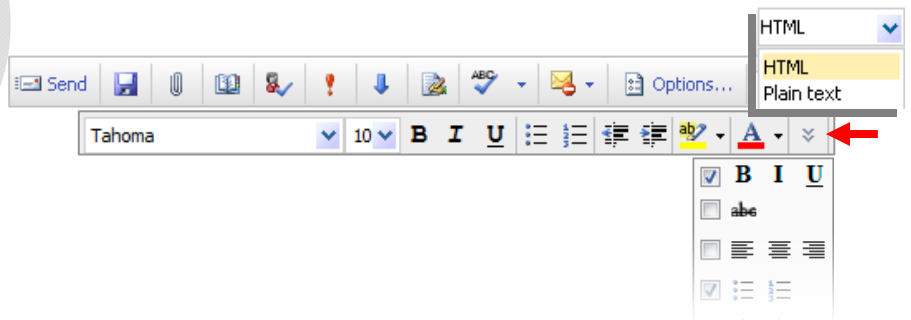
To open a shared mailbox, first click on your mailbox name on the top right of the OWA window then enter the name of the mailbox that has been shared with you in the **Open Other Mailbox** prompt. Click **Open...** The mailbox that has been shared with you will open in a new window.

## Composing Mail

**Note:** These features are also available to you when scheduling a meeting invitation in Calendar mode.

From within the **New Mail Toolbar** you can:

- Access messaging options to set importance, priority, and request read receipts.
- Choose to format your message in **HTML** or **Plain Text**.
- Use the HTML editor to change fonts, and color or add a hyperlink to a document.
- Click on the double-headed arrow on the font toolbar for more formatting options.





Hi

re. next Wendesday's meeting - I hope to hear from

Regards  
Joe

Wednesday's  
Wednesdays'  
Ignore  
Ignore All

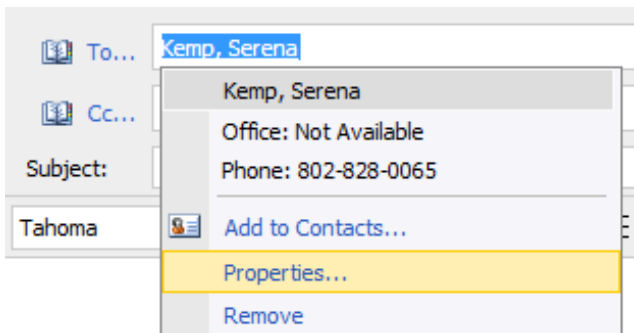
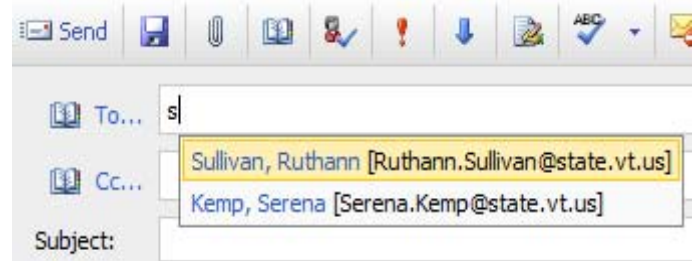
**Spell check** – Click on spell check after composing your mail to highlight misspelled words – simply right-click on a highlighted word to view alternative options.

## Full featured Address Book

This displays the **Global Address List**, **Contacts**, and **Rooms** (Resources), and is browseable and fully searchable.

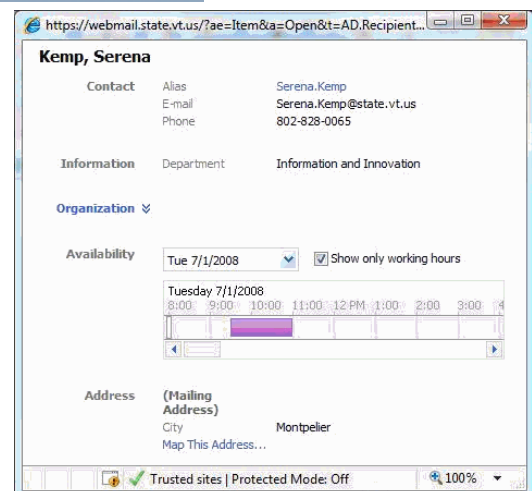
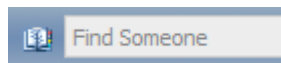
## Auto-complete mail names

When you type the first letter of a mail name in the To, CC or Bcc boxes, Auto-complete suggests possible matches based on names you have typed previously. Or you can use the “Check Names” icon.



**Personal Properties** – Right-click on a resolved name to view their properties, e.g. office location and phone number, where available.

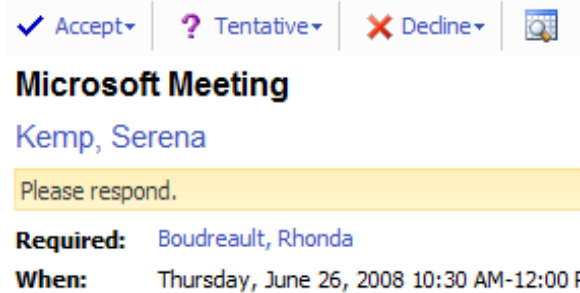
**Access or search the Address Book** – at any time from the main OWA toolbar (see icon opposite); when composing mail, from the message window toolbar, or by clicking on the **To** or **Cc** button.



**Display details** – Click on an entry in the address book to display details for that person in the Reading Pane opposite. Details displayed include Calendar availability.

## Reading Pane

Buttons for responding to Calendar items (i.e. Accept, Tentative, and Decline) are now integrated into the Reading Pane of messages, so you don't need to double-click on an invite in order to respond.



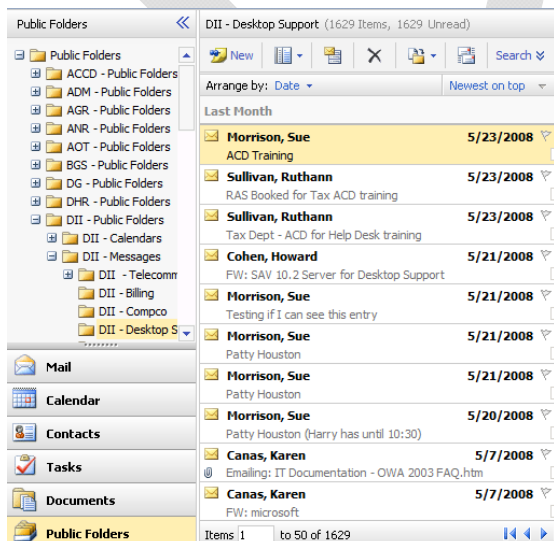
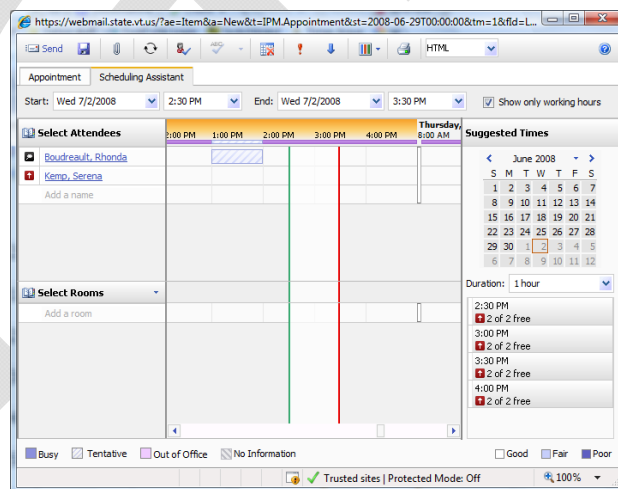
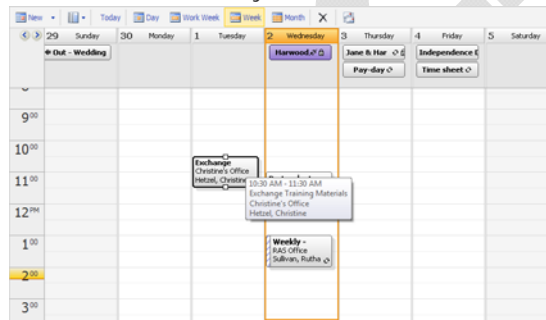
## Attachments - Web Ready Document Viewing

Read Word, Excel, PowerPoint, or Acrobat attachments as web pages (HTML) – no need to have MS Office or Acrobat Reader installed on our computer. Click on the **[Open as Web Page]** link to quickly view the document in a web viewer. It is, of course still possible to Open or View an attachment in the usual way.

## Calendar

The Calendar has been completely redesigned with lots of added functionality and visuals:

- New calendar views for daily, weekly, and work week including a new Reading Pane preview available for all views so you don't have to double click to open an appointment to see the full details.
- Enhanced Date Picker with current date selection and view settings reflected for daily, weekly, and work week.
- “Smart” scheduling with integrated free/busy status indicators for each meeting invitee and meeting time.



## Public Folders:

Public folders have been added to the OWA folder tree and can be accessed normally. Users can add, copy, move, delete and search just like an OWA folder.

NOTE: Public folders are not available in OWA Light

Options

- Regional Settings
- Messaging
- Spelling
- Calendar Options
- Out of Office Assistant
- Rules
- E-Mail Security
- Junk E-Mail
- Change Password
- General Settings
- Deleted Items
- About

Version: 8.1.278.2



## Language

Which language do you want Outlook Web Access to use?

Choose language: English (United States)

The language selected above does not match the names of some default folders in your mailbox.  
[Rename default folders so their names match the specified language](#)

The language you choose will determine the date and time settings below.



## Date and Time Formats

Date style: 1/21/1999

Time style: 1:01 AM - 11:59 PM

Current time zone: (GMT-05:00) Eastern Time (US & Canada)

Options

- Regional Settings
- Messaging
- Spelling
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- Junk E-Mail
- Change Password
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- About

Version: 8.1.278.2



## Message Options

Number of items to display per page: 50

After moving or deleting an item: open the next item

- ☒ Play a sound when new items arrive
- ☒ Display a notification when new e-mail items arrive
- ☒ Display a notification when new voice mail items arrive
- ☒ Display a notification when new fax items arrive



## Message Format

Compose in this message format:

☒ HTML  
☐ Plain text

Choose message font: 10pt, Tahoma

Tahoma 10 **B** *I* U A



## E-mail Signature

Tahoma 10 **B** *I* U A

☐ Automatically include my signature on outgoing messages



## Message Tracking Options

Choose how to respond to requests for read receipts.

☒ Ask me before sending a response  
☐ Always send a response  
☐ Never send a response



## Reading Pane Options

☐ Mark the item displayed in the Reading Pane as Read  
Wait 5 seconds before marking the item as Read  
☒ Mark the item as Read when the selection changes  
☐ Do not automatically mark items as Read

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- Regional Settings
- Messaging
- Spelling
- Calendar Options
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- Rules
- E-Mail Security
- Junk E-Mail
- Change Password
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- Deleted Items
- About

Version: 8.1.278.2



## Spelling Options

☐ Ignore words in UPPERCASE  
☐ Ignore words with numbers  
☐ Always check spelling before sending



## Dictionary Language

Choose which dictionary to use when checking your spelling.

Language: English (United States)

Note: If you want to check spelling in a different language, you can change the language in each message before checking spelling using the Spelling menu.



Options

Regional Settings  
Messaging  
Spelling  
**Calendar Options**  
Out of Office Assistant  
Rules  
E-Mail Security  
Junk E-Mail  
Change Password  
General Settings  
Deleted Items  
About

Version: 8.1.278.2

**Calendar Options**

**Calendar Work Week**

**Reminder Options**

☐ Show week numbers  
First day of week: Sunday  
Show hours in: 15-minute increments

Show week as: Sun Mon Tue Wed Thu Fri Sat  
Start time: 8:00 AM  
End time: 5:00 PM

☒ Show reminder alerts  
☒ Play a sound when a reminder is due  
Default reminder: 15 minutes

**Automatic Calendar Processing**

Control how meetings are updated on your calendar. Existing calendar items are automatically updated when a meeting update, cancellation, or response arrives or you receive a notification that a meeting was forwarded. Meeting responses are not sent back to meeting organizers.

☒ Automatically place new meeting requests on my calendar, marked Tentative  
☒ Move out-of-date meeting requests and responses to the Deleted Items folder  
☐ Automatically process requests and responses from external senders  
☐ Move notifications about forwarded meetings to the Deleted Items folder

**Out of Office Assistant**

Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the office or for a specific period of time.

☒ Do not send Out of Office auto-replies  
☐ Send Out of Office auto-replies

☐ Send Out of Office auto-replies only during this time period:  
Start time: Thu 6/26/2008 12:00 PM  
End time: Fri 6/27/2008 12:00 PM

Send an auto-reply once to each sender inside my organization with the following message:

Tahoma  
I will be out of the office until, Monday, June 30th. If you need immediate assistance, please call the helpdesk at (802) 828-3544 or submit a help ticket at https://ent-footprints.state.vt.us.

☒ Send Out of Office auto-replies to External Senders  
☐ Send Out of Office auto-replies only to senders in my Contacts list  
☐ Send Out of Office auto-replies to anyone outside my organization

Send an auto-reply once to each sender outside my organization with the following message:

Tahoma  
I will be out of the office until, Monday, June 30th. If you need immediate assistance, please call the helpdesk at (802) 828-3544 or submit a help ticket at https://ent-footprints.state.vt.us.

**Rules**

New Rule... Change Rule... Delete

Rule (applied in the order shown)	Actions

Options

- Regional Settings
- Messaging
- Spelling
- Calendar Options
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- Rules
- E-Mail Security**
- Junk E-Mail
- Change Password
- General Settings
- Deleted Items
- About

Version: 8.1.278.2



## E-Mail Security

For maximum e-mail security, download and install the S/MIME control onto all computers that are used to access Outlook Web Access. S/MIME is a security feature that enables you encrypt and digitally sign e-mail messages that you send out, view encrypted content in messages that you receive, and verify senders' digital signatures. You must have a digital ID, also known as a certificate, to use the S/MIME control. For more information, contact technical support for your organization.

This computer does not have the S/MIME control installed. You can download the S/MIME control by clicking the link below and then clicking Run in the Internet Explorer dialog box that appears.

[Download the Outlook Web Access S/MIME control](#)

Options

- Regional Settings
- Messaging
- Spelling
- Calendar Options
- Out of Office Assistant
- Rules
- E-Mail Security
- Junk E-Mail**
- Change Password
- General Settings
- Deleted Items
- About

Version: 8.1.278.2



## Junk E-Mail

- ☐ Do not filter junk e-mail  
☒ Automatically filter junk e-mail

[Manage Safe Senders List](#)

E-mail from e-mail addresses in your Safe Senders List will never be treated as junk e-mail. You can include e-mail addresses or entire domain names in this list.

Safe Senders	
enews@wnmail.wcax.com	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>

☒ Also trust e-mail from my Contacts

[Manage Blocked Senders List](#)

[Manage Safe Recipients List](#)

☐ Treat all e-mail as junk unless it comes from someone in my Safe Senders or Safe Recipients lists, or from senders in my organization

Options

- Regional Settings
- Messaging
- Spelling
- Calendar Options
- Out of Office Assistant
- Rules
- E-Mail Security
- Junk E-Mail
- Change Password**
- General Settings
- Deleted Items
- About

Version: 8.1.278.2



## Change Password

Enter your existing password, type a new password, and then type it again to confirm it.

After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your password has been changed successfully.

Domain\user name:	DII-AD\yboudreault
Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>



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- E-Mail Security
- Junk E-Mail
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Version: 8.1.278.2



## E-mail Name Resolution

When resolving names, check first in:

- ☒ Global address list
- ☐ Contacts



## Appearance

To see the color scheme you select, refresh your browser after saving your changes.

Seattle Sky



## Accessibility

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for all subsequent sessions. To update this setting, you must save your changes and log off.

- ☐ Use the blind and low vision experience

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- Spelling
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- Out of Office Assistant
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- Junk E-Mail
- Change Password
- General Settings
- Deleted Items
- About

Version: 8.1.278.2



## Deleted Items

- ☐ Empty the Deleted Items folder on logoff



## Recover Deleted Items

You can recover items that were recently emptied from your Deleted Items folder. Recovered items will be moved back to your Deleted Items folder.

[Recover to Deleted Items Folder](#) | [Permanently Delete](#)

Subject	Deleted On	From	Received
There are no items to show in this view.			

Items 0 to 0 of 0

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- Messaging
- Spelling
- Calendar Options
- Out of Office Assistant
- Rules
- E-Mail Security
- Junk E-Mail
- Change Password
- General Settings
- Deleted Items
- About

Version: 8.1.278.2



## About Outlook Web Access

Use the information below to troubleshoot problems and report issues to technical support.

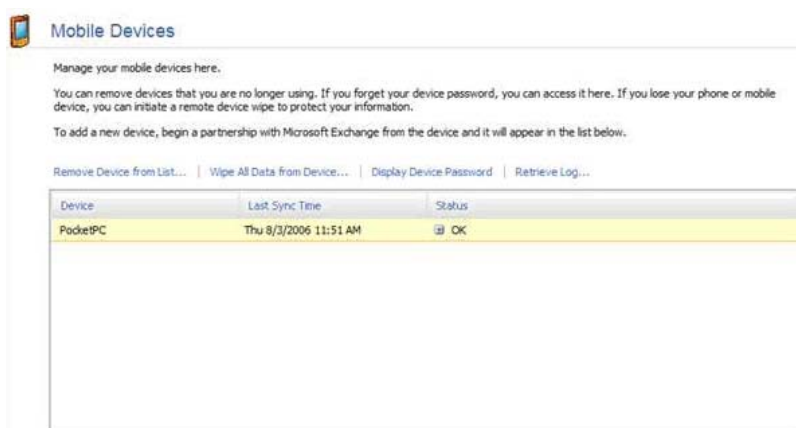
[Copy to clipboard](#)

Mailbox owner: Boudreault, Rhonda [Rhonda.Boudreault@state.vt.us]  
 User-Agent: Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.0; SLCC1; .NET CLR 2.0.50727; .NET CLR 3.0.04506; InfoPath.1)  
 Outlook Web Access experience: Premium  
 User language: English (United States)  
 User time zone: (GMT-05:00) Eastern Time (US & Canada)  
 Exchange mailbox address: /o=state.vt.us/ou=SOV\_EXCHANGE/cn=Recipients/cn=Rhonda.Boudreault  
 Outlook Web Access host address: https://webmail.state.vt.us/owa  
 Outlook Web Access version: 8.1.278.2  
 Outlook Web Access host name: webmail.state.vt.us  
 S/MIME control: not installed  
 Client Access server name: ent-cas03.vsms.state.vt.us  
 Exchange Client Access server .NET Framework version: 2.0.50727.1433  
 Client Access server operating system version: Microsoft Windows NT 5.2.3790 Service Pack 2  
 Client Access server operating system language: en-US  
 Microsoft Exchange Client Access server version: 8.1.240.0  
 Client Access server language: en-US  
 Client Access server time zone: Eastern Standard Time  
 Microsoft Exchange Client Access server platform: 64-bit  
 Mailbox server name: ENT-MAILBOX01.vsms.state.vt.us  
 Mailbox server Microsoft Exchange version: 8.1.240.0  
 Other Microsoft Exchange server roles currently installed on the Client Access server:  
 Authentication type associated with this Outlook Web Access session: Basic  
 Public logon: Yes

## Mobile Devices

End users now that utilize ActiveSync clients that support the Message Security Feature Pack and later will now be able to perform certain interactions through Outlook Web Access without engaging the Help Desk.

NOTE: New mobile user's group will need to be added to the mobile user's group.



Security ( [show explanation](#) )

☐ This is a public or shared computer  
☐ This is a private computer

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☒ Use Outlook Web Access Light  
 The Light client provides fewer features and is sometimes faster. Use the Light client if you are on a slow connection or using a computer with unusually strict browser security settings. If you are using a browser other than Internet Explorer 6 or later, you can only use the Light client.

Domain\user name:

Password:

[Log On](#)

## OWA Light

Outlook Web Access Light is your choice if you are using a Macintosh, an older browser, or a slow internet connection. "Light" has been redesigned to offer the best accessibility standards for blind and low vision users.

Compatible with:

